

# **Space Family Education, Inc. Board of Director's Open Meeting**

## ***Director Report***

### **Staffing**

#### **Resignations:**

No report

#### **New Hires:**

Ms. Kenya Scott will join us this fall, and she'll be teaching in room 8. We will have two new substitute teachers for next year, George Ferrer and Ryan Aguilar. Mr. George Ferrer has a four-year college degree and has a dance major. Mr. Ryan Aguilar is Ms. Tess' son.

#### **Other:**

The fall schedule and room assignment had been sent out. So far no one has any issue with the staffing plan.

### **Operations**

#### **Facility:**

NASA facility people are drafting a plan to alleviate the drainage problem in the big kids playground.

The old facility next door is ready for summer camp. NASA safety people have one more inspection to do.

Ms. Schroeder reported that she has called the Safe Surface people about cracks (in the young kids playground). She said that they would come out to repair them in about three weeks. No cost was mentioned, so she assumed that it would be repaired under warranty.

#### **Special Events:**

We will have a Graduation Ceremony on May 21<sup>st</sup>. A question was raised about the time. The Graduation Ceremony will be at the Gilruth and it will start at 6:30pm. Ms. Hirning will send out an email to remind parents and guests to use the Gilruth gate (off of Space Center Boulevard).

Summer camp will start on June 2<sup>nd</sup>. The in-house children (rooms 5-9) will have field trip every Wednesday. One parent asked for the field trip calendar, for both in-house and summer camp field trips. The summer camp and field trips calendar will be distributed soon; parents have until middle of June to make payments.

The SFEI Family Picnic is scheduled for Sunday, June 1<sup>st</sup> from 3:00pm until TBD. We will have food from James Coney Island, karaoke, moonwalk, etc... Since the picnic will be on-site and on a weekend, Ms. Hirning asked Mr. Nguyen to make arrangements with Security,

possibly a guest list for the gate, etc... (speaking of Security) Mr. Nguyen also reminded Ms. Hirning and Ms. Coppedge to make the summer camp list for Gate 4.

**Other:**

Ms. Hirning reported that she has bought the school bus this Monday. The bus still needs to have seat belts and air conditioner installed. They promised that it would be ready in time for summer camp. Ms. Hirning said that with our own bus, parents could also rent it for birthday trips, etc...

Ms. Hirning reported that the profit from the chocolate candy fundraiser was \$2736.60. It turned out better than expected. The money is divided among the rooms, based on sales, for them to spend on toys and supplies.

We will not have swimming lessons this summer. The Lobo people decided not to offer pick-up and drop-off service like before. Parents would have take their children to Lobo for swimming, and then bring them back themselves. Mr. Hirning wanted to remind parents about field trips on Wednesday, and to plan accordingly if they don't want to miss a field trip.

A question was asked about Tumble Bus, and Ms. Hirning reported that it would come on Fridays for the summer.

### ***Committees Report***

#### **Education Curriculum**

Ms. Hirning reported that the teachers love the new Pinnacle curriculum. A question was asked whether early pre-K children would have both, A-Beka and this new Pinnacle, curriculum? Ms. Hirning said 'No'. Early pre-K children will only do the Pinnacle curriculum.

#### **Playground**

See earlier 'Facility Report' about the drainage project and resurfacing the Safe Surface.

Ms. Schroeder asked Board Members to sign a Thank You card for Mr. Kelley. The card will be sent to Mr. Kelley with a \$50 gift certificate from Home Depot.

#### **Newsletter and Webpage**

No report

#### **Room-1**

Ms. Campos (Mary) is having the 'pins removed from her ankle', which was injured last year on the playground. Ms. Hirning reported that Ms. Campos would be out for about six weeks.

A question was raised about when the room change (migration) would take place. Ms. Hirning said that the migration/move (both teachers and children) would take place in August with the new school year.

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**Room-5**

No report

**Room-6**

No report

**Room-7**

No report

**Room-8**

No report

**Room-9**

No report

***Board Members Report***

**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that we have only a few openings left for August, and she would fill them with those on the early pre-K and pre-K wait list.

The Parents Handbook is almost ready. Ms. Lewis will send it to Ms. Hirning with the change pages for printing.

Ms. Lewis reported that she has not re-coordinated (renew) with the off-site facilities that we used for evacuation.

**Treasurer** (Laurie Garcia)

Ms. Garcia reported that we had a budget meeting on May 7<sup>th</sup>, and we got a budget approved for next year.

Ms. Garcia reported that Ms. Hirning did get the loan for the school bus. She would setup the payment and show it on the books.

Ms. Garcia had the financial report for (through) March and reported that we're doing much better than we did last year.

One parent asked about paying for tuition by credit card to earn air miles (points, cash back, etc...). Ms. Garcia answered that we're not doing it for now because of the extra costs charged by the credit card companies.

Ms. Garcia requested to purchase a portable document format software (PDFWriter) for Ms. Hirning's computer. She said that the software is needed to export financial reports. The Board did not have any objection and agreed with the purchase.

Ms. Lewis asked, how many children must the Center maintain through this summer to support the current budget? Ms. Garcia said the current number is fine. Starting in August, Ms. Lewis said that we would have 128 children enrolled for next year.

**Secretary** (Louis Nguyen)

Mr. Nguyen sent out a reminder to members to determine whether they could take advantage of the Family Support Member Badge policy to get a badge for their non JSC employee/contractor spouses.

Mr. Nguyen reported that he has helped Ms. Nancy updating the contact and transportation list and sending out room lists to the room captains.

Several dates to remind members:

Thursday, May 15, 2003 is deadline for nominating Board member for 2003 election.

Tuesday, June 3 is the Annual General Membership Meeting. It will be held in building 16 in room 111, from 11:30am to 12:30pm. The Director and Board members will discuss the state of the corporation. Nominees for Board member in this year election will have the opportunity to address SFEI members and to campaign for the election. Also members will be reminded to vote for a By Laws change, Amendment 11 - to change the membership renewal date from June 1<sup>st</sup> to September 1<sup>st</sup>, and to prorate membership fee quarterly instead of monthly.

June 3<sup>rd</sup> through June 14<sup>th</sup> will be the Board member election (on-line).

June 15<sup>th</sup> the election result will be sent out.

[ Current nominees/candidates: Patricia Caffey, Peggy Carruther, Laurie Garcia, Susan Gomez, Jennifer Lewis, Jennifer Mason, Louis Nguyen, Erica Vandersand ]

**Vice President** (Erica Vandersand)

Ms. Vandersand reported that it's possible that we will get a new NASA liaison after the election.

**President** (Susan Gomez)

Absent

***SFEI Members Report***

**Walk-ons**

None

**Old Business**

None

**New Business**

None

The next meeting will be June 19, 2001  
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM